

## **Guest Pass Policy**

All sponsors must be registered in DBIDS in order to escort guests. Guests must be escorted and supervised at all times (with the exception of House Guest Passes). Sponsors are responsible for their guest's actions while on board the installation.

### Proper Identification for DBIDS registration

*U.S. Citizens (one of the following is REQUIRED)*

1. Social Security Number
2. Taxpayer ID Number
3. Certificate of Naturalization

AND either

1. U.S. Passport with valid landing permission
2. Resident Card with valid visa and landing permission

*Japanese Nationals (one of the following is REQUIRED)*

1. Japanese Passport
2. Resident Card with picture
3. MyNumber card with picture
4. Japanese Driver's License with supplemental documents

*All Other Nationalities*

1. Passport with a valid landing permission
2. Resident Card with a valid visa and landing permission

**Note:** Guests who are processing a visa or who have a visa application in a pending status are not authorized to enter base. Please contact your guest's embassy or a Japanese Immigration office for more information.

## **Violation Policy**

1. **Unescorted Guests.** If “Escort Required” guests are found unescorted, for the first violation, the sponsor’s escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice. If the sponsor desires to appeal the suspension, the sponsor must send a written request to the FLEACT Yokosuka Legal Office explaining their circumstances.
2. **Unescorted Designated Third Country Nation (DTCN) Guests.** If DTCN guests are found unescorted, the sponsor’s escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
3. **Over Stay.** If guests are found on the installation beyond the time allocated for their pass, the sponsor’s escorting privileges for all passes will be suspended for 30-days and a second violation will result in a one year suspension. Installation access for the guest will be suspended until further notice.
4. **Trespasser.** If personnel enter the installation without proper authorization, the violator will be escorted off the installation by U.S. Naval Security Force members. If a sponsor is involved, their escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.
5. **Mutilated or Tampered Passes.** Any passes issued by U.S. Fleet Activities (FLEACT) Yokosuka are prohibited from being mutilated or tampered with. The sponsor’s escorting privileges will be revoked immediately and installation access for the guest will be suspended until further notice.

6. Personnel who attempt or admit to attempting to maliciously circumvent the escort privileges to include the maximum number of guests allotted, will have their escort privileges suspended for 30 days. All current passes under the sponsor will be terminated. Additionally, sponsoring commands will be notified of further administrative or legal actions.
  
7. Any violations of the guest policy will affect the violator, sponsor, and sponsor's dependents. A record of the violation will be kept on file for three years at Visitor Control Center (VCC).
  
8. Traffic Violations. Per reference (f), traffic violations resulting in a traffic citation issued by FLEACT Yokosuka Security Department are a basis for loss of driving and/or guest privileges. For guests, the first violation will result in suspension of driving privileges for 30 days and the second violation will result in suspension of base and driving privileges until further notice. Patrols must ensure the VCC is contacted when guests with a one-day vehicle pass receive a traffic violation. VCC personnel will annotate the suspensions under the guest's profile in DBIDS.

[COMFLEACT YOKOSUKA INSTRUCTION 5530.9](#)

## Unofficial Guest Pass (Escort Required)

- Guests for U.S. military personnel including retirees and reservists, U.S. DoD civilian employees, U.S. Navy contractors, United Nation (UN) Commands personnel, U.S. Embassy personnel and their family members, Japan Self Defense Force (JSDF) personnel, Master Labor Contractor (MLC)/indirect Hire Agreement (IHA) with red star, VIP card holders and Special Retired MLC/IHA are required to obtain one-day guest pass to enter the base. All one-day personal guests are allowed to be escorted from 0500 to 2359.
- Officers, enlisted personnel in all pay grades, U.S. DoD civilian employees, U.S. Navy contractors authorized by U.S. Forces Japan, UN Commands personnel, U.S. Embassy personnel and their family members and all members of the JSDF, in all grades, may escort guests onto CFAY and its satellites, by obtaining a one-day guest pass. Sponsors will meet and constantly escort their guests, onto and off the installation. Sponsors are limited to the number of guests authorized as stated in the following limitations:

<b>Status/Grade</b>	<b>Number of Guest/Vehicles</b>
<b>Military as Defined in Paragraph 1 of Chapter 2 in CFAYINST 5530.9</b>	
E-6 and Senior	Six guests and three vehicles
E-5 and Junior	Four guests and three vehicles
<b>JSDF Personnel and JSDF Retirees</b>	
CWO1 and Senior	Six guests and member's vehicle ( one )
E-6 thru E-9	Six guests and no vehicle
JSDF Academy Staff	Six guests and member's vehicle (one)
E-5 and E-4	Four guests and no vehicle
E-3 and Junior	Two guests and no vehicle
JSDF Academy Student	Six guests and no vehicle
<b>Complimentary Guests</b>	
Command Guest Pass Holders	Six guests and his/her/company's vehicle ( one )
Retired MLC/IHA with Special Retired Pass	Six guests and no vehicle

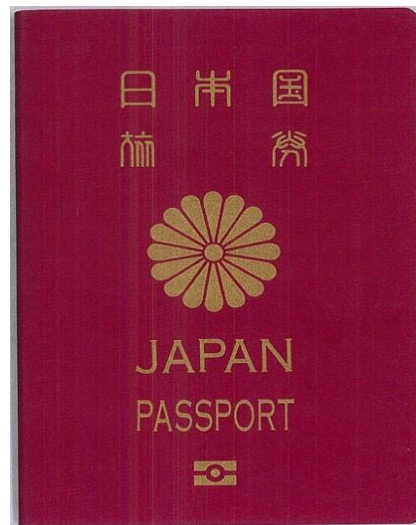
- Family Member Guest Privileges. Family members 20 years or older (son, daughter, mother, father) may act as guest sponsor and will retain the same guest privileges as their sponsor.
- Other family members (16 years old thru 19 years old) may escort one (1) guest onto the installation regardless of their sponsor's rank. All of these family members are not authorized any Overnight or Pre-Authorized Passes. The sponsor or spouse must apply for those passes.

# Sample of Proper Identification for Guests

Must present one of the below listed official IDs:



**My Number Card  
(Kojin Bango Card)  
Pictured Form Only**



**Japan/Foreign  
Passport  
Valid visa required  
for non-Japanese**



**Resident Card  
Both visa and  
expiration date  
must be valid.**



**Japanese Driver's License  
Must have additional  
document  
See next page**

- ID is not required for minors under 12 years old.
- **Note: Must be escorted by their parent, or approved guardian after 1700 hrs. Approved guardian must provide Guardian Agreement Form.**
- Non- Japanese nationals must present Passport or Resident Card.
- US citizens must provide full SSN for DBIDS registration.



**Special Resident  
Permanent Certificate**

# Supplements for Japanese Driver's License



**+** One of six documents below

**#1**



**Basic Resident  
Registration Card  
(Jumin Kihon Daicho Card)**  
**Pictured Form Only**

**#2**



**Address Certificate (Jumin-hyo)  
w/ Permanent Address (Honseki)**  
**Valid until expiration date  
of the driver's license**

**#3**



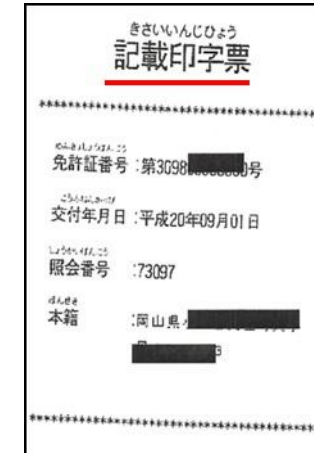
**Konseki Kojin-Jiko  
Shomeisho**  
**Obtain after the driver's license  
issuance**  
**Valid until expiration date of  
the driver's license**

**#4**



**Konseki Zenbu-Jiko  
Shomeisho**  
**Obtain after the driver's  
license issuance**  
**Valid until expiration  
date of the driver's  
license**

**#5**



**Kisai Inji-hyo**  
**Record on Driver's  
License**  
**Title must be  
記載印字票**

**#6**



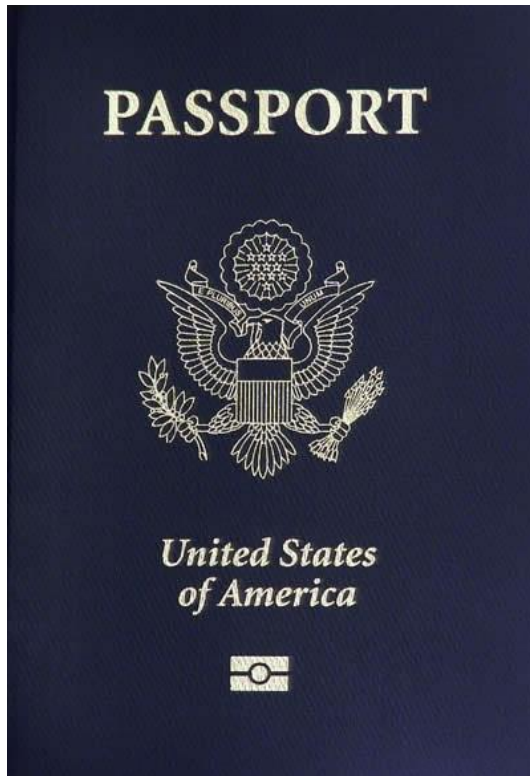
**Honseki Kakunin-  
Yoshi**  
**Record on Driver's  
License**  
**Title must be  
本籍確認用紙**

# PROPER ID's FOR ONE DAY GUEST PASS (NON-JAPANESE NATIONALS)

Must present ONE of the below listed official IDs to obtain One Day Guest Pass:

## PASSPORT with Valid Visa Stamp

(US Citizens will need to provide SSN for DBIDS registration)



## Resident Card





# INSTALLATION ACCESS REQUEST FORM

\*\*\* Submit this request to VCC at least 30 DAYS prior to the guest's anticipated arrival for Designated Third Country Nationals and 10 business days prior to the expiration of the House Guest Pass for Extension Requests. \*\*\*

## Section 1: Visitor Information

Last Name (姓)		First Name (名)			Middle Name (ミドルネーム)		
Date of Birth (生年月日)		Nationality/Citizenship (国籍)		ID Type (See Reverse)		ID Number (See Reverse)	
Height (身長)	Weight (体重)	Color of Eyes (目の色)		Color of Hair (髪の色)		Gender (性別)	
						Male <input type="checkbox"/>	Female <input type="checkbox"/>
Guest's Home Address (ゲストの住所)				Purpose of Visit (訪問の目的)		Relationship to sponsor (スポンサーとの関係)	

## Section 2: Dates Requested

From	Year			Month	Day	To	Year			Month	Day
	2	0					2	0			

## Section 3: Time

From (Earliest Time)	To (Latest Time)
Remarks:	

## Section 4: Sponsor Information

Last Name	First Name	Middle Name	Rate/Rank
Command Name		Work Phone Number	Home/Cell Phone Number

E-mail Address:	
Reason for Request for Extension	
Lodging for Guest while visiting	

## Section 5: VCC (Extension Only)

## Total number of Days

- a. I understand I am responsible for the actions of the above listed person while on the installation and for the return of the pass upon its expiration.  
 b. I understand that all passes already received are included in the 60 days per 365 dayperiod.  
 c. I will constantly escort my guest while on the installation, ifrequired.  
 d. I understand that failure to do so will result in suspension of my and my guest'sprivileges.

## Sponsor's Signature

<b>NCIS FEFO</b> Derogatory information reviewed, no further information to report (for Designated 3rd Country National Only)	<b>Reviewed</b>	<b>Signature</b>
	<input type="checkbox"/>	
<b>Endorsement/Final Approval</b>	<b>Approved</b>	<b>Disapproved</b>
<b>Sponsor's Command</b> (only required for official visitors)	<input type="checkbox"/>	<input type="checkbox"/>
<b>USNH/Stork's Nest</b> (if applicable for Overnight Guest Only)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Housing Director/Navy Lodge/NGIS</b> (for House Guest Pass / Overnight Guest Only)	<input type="checkbox"/>	<input type="checkbox"/>
<b>VCC Supervisor</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Installation Security Officer</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commander, FLEACT Yokosuka</b> (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

## Section 6: Pass Type (Selected by Issuing authorities)

Check One:	Official <input type="checkbox"/>	Unofficial <input type="checkbox"/>
Check One:	Escort Only <input type="checkbox"/>	Unescorted <input type="checkbox"/>
Overnight Unescorted <input type="checkbox"/>	Overnight Escorted <input type="checkbox"/>	Third Country National Pass <input type="checkbox"/>

**FOR OFFICIAL USE ONLY - LAW ENFORCEMENT SENSITIVE  
INSTALLATION ACCESS REQUEST FORM**

\*\*\* Submit this request to VCC at least 30 DAYS prior to the guest's anticipated arrival for Third Country Nationals and 10 business days prior to the expiration of the House Guest Pass for Extension Requests. \*\*\*

**PRIVACY ACT STATEMENT:**

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14E, Navy Physical Security and Law Enforcement Program; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN), as amended.

**PURPOSE(S):** To control physical access to DoD, Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON or USMC has security responsibilities by identifying or verifying an individual through the use of biometric databases and associated data processing/information services for designated populations for purposes of protecting U.S./Coalition/allied government/ national security areas of responsibility and information; to issue badges, replace lost badges and retrieve passes upon separation; to maintain visitor statistics; collect information to adjudicate access to facility; and track the entry/exit times of personnel.

**ROUTINE USE(S):** To designated contractors, Federal agencies, and foreign governments for the purpose of granting Department of the Navy officials access to their facility.

**DISCLOSURE:** Providing registration information is voluntary. Failure to provide requested information may result in denial of access to benefits, privileges, and DoD installations, facilities and buildings.

By signing below, I understand my information will be safeguarded in accordance with the requirements of 5 U.S.C. 552a, DoDD 5200.27, DoDD 5400.11, DoD 5400.11-R, DoDI 5505.17, DoDI 5400.16, and Volume 4 of DoD Manual (DoDM) 5200.01

**ID NUMBER:** Following identification numbers categorized below are required for DBIDS enrollment.

ID Type for DBIDS enrollment	
U.S. Citizen	SSN or Certificate of Naturalization or Taxpayer IDNumber(ITIN)
Japanese National	My-Number or Driver's license (Supplemental Docs are required) Number or Passport Number
Other Third Country National	Resident card Number or Passport Number

I also understand that I may choose not to write my identification number on the form, but must provide the information to the Visitor Control Center for registration into the Defense Biometrics Identification System.

\_\_\_\_\_  
Visitor Signature/Date